**VACANCY ANNOUNCEMENT**

**For Service Contract Holder**

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| **Official Job Title:** | **Population and Development Officer** |
| **Duty Station** | **Lebanon, UNFPA Office** |
| **Hiring Office** | **UNFPA Lebanon** |
| **Grade (Classified)** | **SB4 – SC9** |
| **Vacancy Ref #** | **UNFPA/LBN/2022/002** |
| **Duration** | **1 year** |
| **Location** | **UNFPA CO in Beirut, Lebanon with frequent visits to activities locations** |
| **Start-up Date** | **1 August 2022 to 31 July 2023 on full time basis** |

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| **TERMS OF REFERENCE** | |
| Job Purpose/Supervisory Role | Under the overall supervision of the UNFPA Head of Office, the incumbent will support in the provision of overall coordination to PD related programme, projects and interventions supported by UNFPA Lebanon. |
| Scope of work:  *(Major Activities/Tasks)* | 1. Coordination  * Provide needed support/back-up to various inter agency coordination mechanisms (i.e. Data and Statistics working group, Programme management team, SDG, UNSDCF, ICPD/Nairobi coordination committee, etc); * Coordinate any PD projects coordination committee and follow up on implementation of decisions/actions; * Suggest new partners/experts based on comparative advantage and areas of expertise and who could be entrusted with implementation of various programme interventions to be supported by UNFPA and pursue conclusion of partnership; * Support in assessing existing partners for possible re-engagement for implementation of various PD components; * Provide needed support for clarifying and prioritizing partnership with MOSA and partners under humanitarian and development context; * Contribute to resource mobilization efforts through identification of needs, priorities, possible funding opportunities, proposal writing, etc; * Provide overall assistance and support for various advocacy and media related events and forums as requested * Prepare briefing notes, material, resources, keynotes, and documents for advocacy purposes      1. Programme Development and Implementation  * Advise on key PD concerns, challenges, and gaps to affected population (in terms of quality, accessibility, availability, affordability, etc) and suggest interventions for filling gaps; * Prepare Terms of Reference and support in selecting, orienting and guiding consultants on PD related tasks under the various PD projects; * Advise on assessments/research to be supported/initiated under the PD projects; * Provide overall guidance to the implementing partners for ensuring realization of planned results; * Support in development/finalization of PD related annual workplans with the selected implementing partners;  1. Monitoring, Evaluation and Reporting  * Guide implementing partners in revising RH workplans and preparing quality progress/final reports * Provide overall support in guiding RH implementing partners and consultant to ensure application of and compliance with monitoring tools and reporting requirements towards a harmonized approach * Provide back up support – if need be - in projects expenditures and disbursements to ensure delivery is in line with approved project budgets and to realize targeted delivery levels, coordinate timely delivery of financial reporting and ensure adequacy with finance and activities; * Guide the process for tools development for rapid/needs assessment to be adopted by RH implementing partners prior to initiating new interventions for identifying specific needs and after completion of the interventions to assess the impact, relevance, effectiveness and efficiency of the interventions; * Contribute to RH related annual, monthly, quarterly, sector reports, strategies, plans, donor reports, LCRP, etc * Provide needed support in RH projects/programmes evaluation through availing related evidence, information, etc as well as input on the evaluation recommendations * Provide back up support in GPS based projects planning, allocation and revisions as well as follow up to expenditures and disbursements and timely delivery of financial reporting and ensure adequacy with activities; * Provide needed information and resources as requested by UNFPA Country office, regional office and/or headquarters; * Ensure support to programme monitoring particularly on PD related projects/activities mainly through SIS – with due attention to coordination MPA among others; and  1. Perform any other duties as may be assigned by the head of office/assistant representative |
| Duration working schedule: | 1 year |
| Place where services are to be delivered: | Beirut  A hybrid approach i.e. UNFPA office (Beirut), remote home based and field visits |
| Supervisory arrangements: | The staff will work under the guidance of UNFPA Head of Office |
| Required expertise, qualifications and competencies, including language requirements: | The Staff member should fulfill the following requirements:   * Bachelor’s or Master’s degree in demography, social sciences, public administration, or related field; * Minimum of 6 years with a Bachelor’s degree or 4(1) years with a Master’s degree of increasingly responsible relevant professional experience, including experience in PD-related projects management/coordination; including experience in PD related projects management/coordination; * Prior training in population and/or development issues – with emphasis on youth, older persons, persons with disabilities and/or gender; * Good knowledge with the public sector in Lebanon; * Knowledge of the Lebanese context and its social structure; * Good knowledge of the ICPD agenda, sustainable development agenda with emphasis on the 2030 SDG agenda; * Prior experience in the UN system will be a strong asset; * Fluency in oral and written English and Arabic is essential; ability to communicate in French is an advantage;   **Core**   * Values/guiding principles * Working in teams * Excellent relationship and self management / Emotional intelligence * Communication and analytic skills * Analytical and strategic thinking and results orientation/commitment of excellence; * Knowledge sharing / continuous learning * Building strategic alliances and partnership * Job Knowledge/Technical Expertise * Skills in research & data collection * Experience in coordination, advocacy and training * Mobility * Capacity to work in a stressful/conflict environment * Ability to communicate ideas and complex issues and concepts clearly to different audiences, and to write clearly and concisely * Ability to express empathy for local culture and traumatized individuals, communities. * Ability to establish and maintain effective working relations with people of different cultural backgrounds. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | * Relevant documents * Continuous guidance * Working station * IT equipment |
| Other relevant information or special conditions, if any: | N/A |
| Application process and deadline  Interested candidates may apply online by providing:   * Most updated CV * Updated P11 (click [here](https://www.unfpa.org/resources/p11-un-personal-history-form)) * Cover letter mentioning the relevance of past/current experience with the requirements of the consultancy * Mention in the email: the subject, the **post title, and the vacancy number**   The above documents must be sent to [bids\_lbn@unfpa.org](mailto:bids_lbn@unfpa.org)  by no later than **July 11, 2022** Candidates who fail to submit the required documents above will not be considered for review. UNFPA Lebanon will only be responsible to respond to those applicants submitting the required documents above and in which there is further interest.  Candidates assessed by the panel and considered to be eligible for the appointment but who are not selected for this vacant post may be offered an assignment to another position at the same/lower grade provided that they meet the minimum qualifications required. | |